

## Reasonable Accommodations for Employees

Palmer College of Chiropractic (College) has recognized its legal obligation to make reasonable accommodations designed to provide overall accessibility and equal opportunity for qualified employees and applicants for employment with disabilities.

The College seeks to accommodate qualified persons with disabilities on an individual basis. Individuals are provided reasonable and necessary accommodations based upon specific information and assessment data documented by a qualified professional.

### SCOPE

This Reasonable Accommodations for Employees policy (Policy) applies to the entire College community, which is defined as including the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), West campus (Palmer College of Chiropractic West) and Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and any other person(s), groups, or organizations affiliated with any Palmer campus.

### DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings specified below:

- > The term **“applicant for employment”** refers to any person who applies for an open job position with the College.
- > The term **“College”** refers to Palmer College of Chiropractic, including operations on the Davenport campus; Florida campus; and West campus.
- > The term **“disability”** is defined as: 1) a “physical or mental impairment” that “substantially limits” one or more of the “major life activities” of an individual; 2) a record of such impairment; or 3) the perception that one has such impairment.

### ADMINISTRATIVE RULES

#### *Nondiscrimination*

Employment, admissions and educational decisions are based on merit, qualifications, and competence. It is the intent of the College to provide equal opportunities for minorities, women, and disabled individuals. The College’s employment practices include all aspects of hiring,

promotion, assignment, discharge and other terms and conditions of employment. The College's admissions and educational practices include all aspects of admissions, orientation, student employment, housing, academic and student programs, discipline and other terms and conditions of enrollment.

### *Requesting Accommodations*

The College provides reasonable accommodations necessary to afford equal opportunity in employment for qualified individuals with professionally verified disabilities. These accommodations will be provided in the most integrated setting appropriate to the individual's needs. Any qualified employee or applicant for employment with a disability may request a reasonable accommodation in order to perform the requisite job requirements.

Information as to the existence and location of services, activities and facilities that are accessible to and usable by qualified employees and applicants for employment with disabilities may be requested from any of the Employee Disabilities Services Coordinators below:

- > Senior Director for Human Resources  
Also Serving as Employee Disabilities Services Coordinator  
Office of Human Resources  
1000 Brady Street  
Davenport, IA 52803-5214  
(563) 884-5866
  
- > Cheryl Shaw, PHR, M.B.A., Human Resources Manager  
Serving as Employee Disabilities Services Coordinator  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2665  
[cheryl.shaw@palmer.edu](mailto:cheryl.shaw@palmer.edu)

### *Employment Application Process*

1. The College does not discriminate on the basis of a disability in the employment application process.
2. Any information concerning an applicant's disability provided during the selection process is on a voluntary or optional basis. The College maintains this information

solely for the purpose of its affirmative action efforts in providing equal employment opportunity to individuals with disabilities.

3. No limitations will be placed on the number or proportion of persons with disabilities who may be employed.
4. When assessing the qualifications of any applicant, relevant factors including education, training, skills, work experience, and any other pertinent information that the applicant supplies are considered.
5. After selection for employment, the College invites and encourages voluntary self-identification by individuals with disabilities for purposes of verifying the disability and identifying the reasonable accommodations that the College may provide to the employee. The College strives to determine the accommodations to be provided before the self-identifying employee begins employment in an effort to have accommodations in place when the employee commences work.

### *Training and Development Programs*

Employees with disabilities shall have the opportunity to participate in the College's training and development programs and activities if they qualify for such programs.

### *Performance Evaluations*

To the extent necessary to accommodate an employee with a particular disability, and to the extent deemed reasonable and consistent with the essential job functions and expectations, performance evaluations, and other procedures for evaluating an employee's successful job performance will be adapted and administered so as to minimize the effect of the disability and accurately measure the employee's performance of the essential job functions.

### *Benefits*

In providing employee benefits to qualified individuals, the College may not provide lesser benefits, limit eligibility for benefits, or otherwise discriminate on the basis of disability.

### *Physical Location of Work Stations*

The location of workstations within the physical plant will provide equal access to mobility and/or visually impaired employees to the extent reasonably possible. The College will strive to incorporate principles of barrier free design in the renovation of existing buildings or facilities.

## **STANDARD INSTITUTIONAL POLICY PROVISIONS**

Institutional policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards.

- > [Standard Provisions Applicable to All Institutional Policies](#)

## **Additional Information**

### **ASSOCIATED POLICIES, PROCESSES AND/OR PROCEDURES**

This Policy is supplemented below. It is the responsibility of all employees and students to know and comply with policies and procedures as supplemented.

#### **POLICIES**

- > N/A

#### **PROCESSES AND/OR PROCEDURES**

- > Contact [Human Resources](#) for Procedures

#### **FORMS/INSTRUCTIONS**

- > [Guidelines for Documentation of Disabilities](#)
- > [Instructions for Completing the Reasonable Accommodation Request Form](#)
- > [Occupational Fitness Assessment Form](#)
- > [Reasonable Accommodation Request Form](#)

## OTHER RELATED INFORMATION

> N/A

## CONTACTS

### *Main Campus, Davenport, Ia.*

- > Human Resources  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5258  
[hr.dept.ia@palmer.edu](mailto:hr.dept.ia@palmer.edu)

### *Florida Campus, Port Orange, Fla.*

- > Human Resources  
4777 City Center Parkway  
Port Orange, FL 32129  
(386) 763-2665  
[hr.dept.fl@palmer.edu](mailto:hr.dept.fl@palmer.edu)

### *West Campus, San Jose, Calif.*

- > Human Resources  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5258  
[hr.dept.ia@palmer.edu](mailto:hr.dept.ia@palmer.edu)

## HISTORY

Last Revised: ..... March 14, 2016

Adopted: ..... N/A

Last Administrative Review ..... November 4, 2009

Responsible Officer: ..... Jennifer Randazzo, M.A.S., C.P.A.  
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